

November 13, 2007

MEMORANDUM FOR RMAP Participants and Directors

From: Georgia L. Harris, Laboratory Metrology Group
Weights and Measures Division

Subjects: 2008 Regional Measurement Assurance Programs (RMAP) Training

2008 RMAP Training Schedule

Regional Measurement Assurance Programs (RMAPs) coordinated by a regional host in cooperation with NIST. In 2008, RMAP training sessions will again be provided by NIST/WMD at no charge to participants. NIST Handbook 143 provides the basis for annual training requirements for State laboratories seeking WMD Recognition. Training topics (noted on page 2) are selected based on annual needs assessments; input is obtained during laboratory assessments, annual reviews of submitted data, and laboratory requests. WMD Metrology seminars are generally operated on a cost-recovery basis; however, costs to States are subsidized as a part of our support to State weights and measures agencies. Industry participation in the RMAP sessions is free, but is based on the membership arrangements of each RMAP charter.

Proficiency tests and interlaboratory comparisons (PTs/ILCs) are coordinated nationally and among each of the RMAP regions; PTs/ILCs follow the WMD Policy and Quality Manuals. States are eligible to participate in PTs/ILCs based on their Recognition status. Industry participation is limited to qualifying participants who have completed appropriate levels of NIST/WMD training and regularly attend the RMAP training sessions (according to the PT/ILC quality policy.) In addition to the regular training, PT/ILC discussions and planning sessions are a key activity of each RMAP session.

Meeting Dates and Locations

Region	Dates	Host Locations & Contacts
CaMAP	February 4 to 8, 2008	Aguadilla, Puerto Rico, José A. Torres-Ferrer Phone: 787.724.5153, Email: jatorres@nist.gov
SEMAP	March 31 to April 4, 2008	Frankfort or Lexington, Kentucky, Jason Glass Phone: 502.573.0282, Email: jason.glass@kyagr.com
WRAP	May 12 to 16, 2008	Honolulu, Hawaii, Michael Tang Phone: 808.832.0682, Email: Michael.Tang@Hawaii.gov
SWAP	September 15 to 19, 2008	Little Rock or Hot Springs, Arkansas, Ray Curtis Phone: 501.570.1159, Email: Ray.Curtis@aspb.ar.gov
NEMAP	September 22 to 26, 2008	Avenel, New Jersey, Ray Szpond Phone: 732.815.4840, Email: SzpondR@dca.lps.state.nj.us
MidMAP	October 6 to 10, 2008	Bismarck, North Dakota, Kevin Hanson Phone: 701.328.3337, Email: kjhanson@nd.gov

NOTE: There will be a separate registration fee for each local meeting to cover incidental and local expenses. Hotel and travel details will be provided by the local host, usually at least 6 to 8 weeks prior to the meeting.

Agenda Topics for 2008 RMAP Sessions

Monday	Tuesday	Wednesday	Thursday	Friday
Laboratory Round Table Discussions	Good Measurement Practices in Mass Calibrations (GMP 10, SOP 8, SOP 4) ³ - w/ hands-on practice and job aids ²	Excel for Metrologists: Tools, Tips, and Tricks - w/ hands-on practice and job aids ²	Best Practices for: <ul style="list-style-type: none"> • Training and Succession Plans • Documenting Evidence of Training • Internal Auditing • Conducting a Technical Audit³ 	RMAP Business Meeting and Planning Sessions
PT/ILC Follow-Up Actions – National Analysis Report	PT/ILC Analysis Techniques from Start to Finish - w/ hands-on practice and job aids ²	RMAP-Determined Special Topics (to be determined by host and RMAP participants) ⁴ e.g., <ul style="list-style-type: none"> • Lab Tours • Demonstrations • Product Exhibits • Accreditation Panel • Water Purification Systems 	Good Measurement Practices in Volume Transfer Calibrations (GMP 3, SOP 18 and 19) ³ Working Session: 105-3 and 105-4 Updates - w/ hands-on practice and job aids ²	
PT/ILC Reporting and Analysis ¹				

Essential notes for 2008 Sessions:

1. Regional PTs/ILCs should be completed at least one month prior to the RMAP to allow for participant and NIST review.
2. Laptops are encouraged for hands-on sections. Software will likely include Microsoft® Excel, Word, PowerPoint and Adobe® Acrobat (Reader is sufficient).
3. Participants will be asked to conduct a technical audit of GMP 3, GMP 10, SOP 4, SOP 8, SOP 18, and SOP 19 prior to attendance and bring results to the training session. Additional guidance on this topic will be provided prior to each RMAP session.
4. RMAP-Determined Special Topics that are listed are provided as suggestions only. RMAP hosts need to coordinate special topics with regional members and NIST and include details of session with agenda and logistical information. Regional participants should send suggestions to the host for coordination.